



**Emerging
Leaders**

TAMPA BAY CHAMBER

ELTB Leadership Development Chair

One (1) position available | One-year term

The Civic Impact, Leadership Development, and Community Impact Chairs and Vice Chairs shape ELTB's signature experiences. The Ambassadors strengthen the community surrounding those experiences. The ELTB Chair and Chair-Elect guide overall strategy.

Purpose

The Leadership Development Chair and Vice Chair steward ELTB's professional and personal leadership-development portfolio. They create practical opportunities for Emerging Leaders to strengthen capability, confidence, mentorship, executive access, and readiness for greater responsibility. The pair brings a development lens to the shared Roadmap and Forum strategy while collaborating across Civic Impact and Community Impact so ELTB remains one unified leadership community. The Chair provides portfolio direction, accountability, and development of the paired Vice Chair.

How the Chair and Vice Chair Differ

Chair: the portfolio's primary accountable volunteer leader. The Chair sets direction, leads planning, delegates and reviews work, communicates recommendations and risks, monitors results, and develops the Vice Chair.

Vice Chair: the portfolio's hands-on co-leader and developing successor. The Vice Chair owns assigned workstreams and detailed follow-through, contributes independent ideas, leads when assigned or in the Chair's absence, and builds readiness for future Chair service.

Term & Participation Commitment

One-year term: January-December 2027, with required onboarding, annual planning, and transition work beginning after selection in 2026.

The Leadership Development Chair/Vice Chair pair holds year-long stewardship of its portfolio, serves as lead or co-lead for assigned Forums and signature initiatives, and contributes to the full Roadmap and Forum calendar.

Required participation includes Cabinet meetings, monthly ELTB Forums, cross-portfolio planning sessions, the annual retreat, the Annual Meeting, assigned signature experiences, and formal readiness and transition conversations.

Skills & Experience

- Must be an active ELTB member and employed by a Tampa Bay Chamber member company.
- Prior service as an ELTB Leadership Development Vice Chair or comparable ELTB, Chamber, program, portfolio, or project leader is strongly preferred.
- Experience with leadership development, talent development, mentoring, facilitation, professional education, or executive engagement; an ability to translate member needs into practical learning outcomes is strongly valued.
- Demonstrated ability to identify a member need, define an outcome, guide a team, and shape a high-value experience around it.
- Collaborative leadership style with the ability to delegate meaningful responsibility, coach another leader, integrate feedback, and work across portfolios.
- Strong facilitation, organization, communication, problem-solving, follow-through, and time-management skills.
- Commitment to quality over quantity, transparent accountability, and developing ELTB's future leadership bench.

Responsibilities

- Serve as the primary accountable volunteer leader and primary liaison for the Leadership Development portfolio, working with the paired Vice Chair, the other portfolio pairs, the ELTB Chair and Chair-Elect, the Ambassador Chair, and the Director of Leadership Programs to integrate portfolio priorities into the annual Roadmap and Forum calendar.
- Set annual portfolio priorities, intended member outcomes, milestones, and accountabilities; communicate progress, decisions, and risks to the ELTB Chair, Chair-Elect, and Director of Leadership Programs.
- Convene and lead portfolio working sessions with the Vice Chair; set agendas, assign owners and deadlines, review work, document decisions, and ensure timely follow-through.
- Delegate meaningful responsibility to the Vice Chair, provide coaching and timely feedback, and create opportunities for progressively greater ownership while retaining accountability for the portfolio's results.
- Shape the portfolio's contribution to the shared Roadmap and Forum calendar, including Aspire and Empower content; Mentor-Protégé development and relationship-building; executive access; practical professional skills; and Emerge Up readiness for Cabinet, Leadership Tampa, Chamber committees, and other leadership pathways.
- Direct and approve concise concept briefs for Cabinet and staff review, including the member need, intended outcome, Roadmap connection, content, speaker or partner recommendations, experience flow, activation step, and success measure.

- Ensure assigned experiences meet the ELTB Standard by combining relevant learning, distinctive access, civic/business/community context, authentic relationship-building, and a clear next action.
- Present portfolio recommendations with the Vice Chair, incorporate cross-portfolio and staff feedback, and maintain shared accountability for the complete Emerging Leader experience.
- Partner with Ambassadors on welcome and belonging, member activation, promotion, partnerships, recognition, and post-experience feedback.
- Serve as the primary volunteer lead for approved portfolio signature work, which may include Mentor-Protégé, Aspire or Empower content, Emerge Up, an executive-access experience, or another approved leadership-development priority; delegate defined workstreams while retaining responsibility for the final volunteer outcome.
- Activate and guide time-bound project teams when needed, confirm owners and deadlines, document decisions and lessons learned, and conclude each team after the assigned work is complete.
- Lead portfolio post-Forum debriefs and use attendance, feedback, engagement, and portfolio-specific insights to evaluate results and improve future experiences.
- Serve as a Collegiate Leadership Tampa Bay (CLTB) mentor during the leadership term and fulfill the mentor expectations established by Chamber staff.
- Complete midyear and end-of-year readiness conversations for the paired Vice Chair and an orderly transition of the Leadership Development portfolio. Experienced Chairs may be considered for future ELTB Chair-Elect service based on performance, readiness, availability, continued eligibility, and organizational need; advancement is not automatic.
- Do not create a separate public committee, recurring member meeting, or competing calendar outside the approved Roadmap and monthly Forum model.
- Support, participate in, and promote all ELTB Forums, signature experiences, and the broader Chamber leadership ecosystem.
- Uphold all ELTB and Tampa Bay Chamber policies, procedures, brand standards, and volunteer expectations.

Volunteer Leadership & Staff Partnership

- **Volunteer leaders shape the experience:** member outcomes, themes, speaker and partner recommendations, experience flow, relationship-building, and activation.
- **Chamber staff owns operational execution:** final calendar and content approval, budget, contracts, registration, communications approval, vendors, logistics, data systems, and risk management.
- **Defined portfolios, one Cabinet:** Civic Impact, Leadership Development, and Community Impact create clear ownership and succession; they do not operate as separate member committees or competing calendars. All portfolio officers contribute to one Roadmap and one Forum strategy.

Applicant & Supervisor Acknowledgment

By signing, the applicant and supervisor acknowledge the role's expectations, required participation, planning responsibilities, and commitment to the Tampa Bay Chamber's policies and the ELTB Standard.

Applicant Signature	Date
Applicant Name	
Supervisor Signature	Date
Supervisor Name / Title	